

5 FAM 1420

RALPH J. BUNCHE LIBRARY

PUBLICATION ACQUISITIONS

(CT:IM-107; 06-09-2009)
(Office of Origin: A/GIS/IPS)

5 FAM 1421 LIBRARY COLLECTIONS

5 FAM 1421.1 Purchase

(CT:IM-65; 06-21-2005)

The Ralph J. Bunche Library purchases library resources, as authorized by the Office of the Procurement Executive (A/OPE). The Library:

- (1) Establishes an annual acquisition plan for purchasing foreign and domestic books, periodicals, newspapers, electronic resources, and official documents in anticipation of the Department's estimated needs and in conformance with the Library's Collection Development Policy; and
- (2) Follows the acquisition plan based on availability of funds.

5 FAM 1421.2 Gifts and Donations

(CT:IM-65; 06-21-2005)

The Library:

- (1) Accepts gifts and donations of books and other publications from individuals, Department bureaus and offices, other government agencies, and publishers, consistent with 2 FAM 960;
- (2) Selects donated materials appropriate for inclusion in the Library's collections, as determined by the Collection Development Policy;
- (3) Reserves the right to dispose of materials not needed for the Library's collections; and
- (4) Three copies of all major Department of State print publications must be donated to the library by bureaus and offices, upon publication.

5 FAM 1421.3 Federal Depository Library Program

(CT:IM-65; 06-21-2005)

The Library participates in the U.S. Government Printing Office's Federal Depository Library Program as a "limited depository library." The Library receives official U.S. Government documents regularly through this program.

5 FAM 1421.4 Cataloging Library Resources

(CT:IM-65; 06-21-2005)

The Library catalogs all resources added to its collections from all sources and in all formats. The Library's Catalog Web site can be found on OpenNet.

5 FAM 1422 BUREAUS, OFFICES, AND POSTS

(CT:IM-65; 06-21-2005)

- a. The Ralph J. Bunche Library is authorized by the Office of the Procurement Executive (A/OPE) to purchase publications such as books, periodicals, newspapers and electronic information resources for bureaus, offices and posts.
- b. Bureaus, offices and posts:
 - (1) Can opt to utilize the Library to purchase materials on their behalf;
 - (2) Procuring materials for their exclusive use through the Library must provide funds to the Library for these purchases; and
 - (3) Wishing to acquire their own publications are provided technical guidance and assistance by the Library.
- c. Publications purchased with Departmental funds are the property of the Department of State.

5 FAM 1423 THROUGH 1429 UNASSIGNED